

**Juvenile Justice  
State Appropriations Line 103**

**Questions and Answers  
October 22, 2013**

**Question #1: What if a provider want to change its MOU manager as it is listed in the MOU?**

**Answer #1:** To change to another MOU manager, the currently designated MOU manager must send an email to Georgina Portillo-Foster at [Georgina.Portillo-Foster@fldoe.org](mailto:Georgina.Portillo-Foster@fldoe.org) requesting the change and containing the new MOU manager's complete contact information that is listed in Section VIII of the MOU. The change will be effective upon receipt of a reply email that indicates the change has been recorded.

**Question #2: What if a provider cannot meet the requested date to return the signed MOU?**

**Answer #2:** If an unavoidable delay occurs, this is acceptable. Please return the MOU as soon as possible after the signature is obtained.

**October 7, 2013**

**Question #1: For Postsecondary courses, if the costs for a course are paid prior to June 30, 2014 but the course continues past the date of June 30, 2014, would the costs be eligible for reimbursement under this appropriation?**

**Answer #1:** As long as the course starts prior to June 30, 2014 and all payments were made prior to this date, it is eligible for reimbursement.

**Question #2: Will textbooks be eligible for reimbursement?**

**Answer #2:** Yes, textbooks are eligible for reimbursement and should be listed under instructional costs of the student data form.

**Question #3: Could student reimbursement be split if they have multiple courses?**

**Answer #3:** Yes. Keep in mind however that the maximum amount allowed is per student and cannot exceed the total allowable.

**Question #4: How will teacher costs be invoiced if courses include both eligible and non-eligible students?**

**Answer #4:** The pro-rated cost will be calculated as indicated on page 4, #10 of the MOU. On the Student Data Summary Form it will be listed under instructional costs.

**Question #5: Will the documentation showing how the pro-rated calculation was arrived at have to be submitted each time reimbursement is requested?**

**Answer #5:** Yes, this documentation will need to be submitted for each student and each time reimbursement is requested.

**Question #6: Will agencies be notified if requests for reimbursement were not paid in part or in full?**

**Answer #6:** Yes, the assigned contract manager will contact the agency about any portions of the reimbursement that was denied with clarification as to why or to request any additional information that is needed.

**Question #7: If an entity provides instruction in career and technical education that leads to industry certification for students in a DJJ program but this entity is not the residential or educational provider at the juvenile justice program, are they eligible for direct reimbursement?**

**Answer #7:** No. An entity external to the residential juvenile justice education provider is not an eligible provider with which the Department may contract for reimbursement. The law provides that residential juvenile justice education providers are eligible recipients. The eligible recipient may contract, as appropriate, with external entities for eligible services.

**Question #8: With limited funds provided in the appropriation, how can an eligible provider be assured that they will be reimbursed for their upfront costs?**

**Answer #8:** The funds will be disbursed on a first come, first served basis. If you are concerned about reimbursement, we will be posting a chart to our website that will be periodically updated so that you can check estimated balances prior to expending any funds.